



Community Development Department
Developer Site Plan Review Checklist
(For Commercial, Industrial and Multi-Family Developments Only)

Sandy City Community Development Department
10000 Centennial Parkway, Sandy, UT 84070
Phone # (801) 568-7250 FAX# (801) 568-7278

Rev. 1/24/05

DEVELOPER TO USE THIS CHECKLIST AS A REFERENCE THROUGHOUT THE REVIEW AND APPROVAL PROCESS

NOTE: Step numbers 1- 6 denote the same process numbers on the Site Plan Review Flowchart

- 9 **Information Contact** and/or Initial Review with Planning Staff
- 9 **Development Committee Meeting** (if desired or required)
- 9 **Meeting with Community Council** (if required)
 - 9 Contact Marsha Millett (568-7114) for the specific Community Council contact person for your project
 - 9 Written response to staff from Community Coordinator
- 9 **Architectural Review Committee** (if applicable)
- 9 **Conceptual Review** by Planning Commission (if required)
- 9 **Planning Commission Preliminary Review Determination**
 - 9 Planning Commission review required ?, if yes, proceed to Preliminary Site Plan Review with staff.
 - 9 Planning Commission review not required ?, proceed directly to Final Site Plan Review with staff

1 PRELIMINARY SITE PLAN REVIEW BY STAFF (if Planning Commission review is required)

Preliminary Review submittal requirements:

- 9 Payment of **Pre-Development Fee** (non-refundable)
- 9 Site Plan Review/Planning Commission **Application Form**
- 9 **Eight (8) copies of Preliminary Site Plan** (24" x 36" format) showing all of the following information:
 - 9 Site Plans drawn to a scale of no smaller than 1" = 30' & STAMPED BY A LICENSED ARCHITECT OR ENGINEER (required by Utah State Law).
 - (use the attached "Sample Site Plan" for example of information required)
 - 9 Current name, address, phone number and fax number of applicant.
 - 9 Complete meets and bounds legal description of the total site and acreage with an indication of present and proposed ownership.
 - 9 PROVIDE THE FOLLOWING STATISTICAL INFORMATION (on the site plan):
 - 9 Gross Acreage of Total Project and acreage of phases (if applicable)
 - 9 Square footage of all individual buildings (with a breakdown of the square footage of intended uses in each individual building)
 - 9 Building Coverage (percentage of overall site)
 - 9 Number of parking spaces required (with ratios)
 - 9 Number of parking spaces provided
 - 9 Asphalt Coverage (sq.ft. and percentage of overall site)
 - 9 Landscaping (in compliance with the Water Conservation Ordinance)
 - Sq.ft. and percentage of overall site
 - Percentage of parking lot and driveway area in landscaping
 - 9 Open space percentage (of overall site)
 - 9 Current Zoning of property
 - 9 Type of Construction
 - 9 Proposed land use(s)
 - 9 Complete dimensions of site and on all items on the site plan (site plan will not be accepted without dimensions)
 - 9 Location, number and size of all existing and proposed buildings.
 - 9 Off-street parking plan showing circulation, number and size of spaces and compliance with all City requirements.
 - 9 Vehicular & pedestrian circulation, ingress & egress, internal movement and any existing & proposed trails.
 - 9 Location and width of abutting streets. Show center lines of adjacent roads to scale on the plan. Any required road dedications must also be shown on the site plan.

Preliminary Review submittal requirements (continued):

- 9 Location of all existing and proposed curbs, gutters, sidewalks, drive approaches (including those across the street from project), and fire hydrants.
 - 9 Existing and proposed utility systems including sanitary sewers, storm sewers, water, electric, gas and telephone lines.
 - 9 Location of existing and proposed street lights.
 - 9 Location and dimension of abutting property, buildings and parking facilities (and/or conceptual plans for subsequent phases).
 - 9 Location and function of loading and servicing facilities.
 - 9 Drainage flows.
 - 9 Location of all landscape areas.
 - 9 Proposed monument signs (if known)
 - 9 Type & height of all fencing (show grades on both sides of fences).
 - 9 Show required visibility triangles at all intersections and driveways.
 - 9 Vicinity Map (reduced to scale).
 - 9 North arrow

 - 9 **Two (2) copies of the Preliminary Water Conservation Landscaping and Irrigation Plans.** Include existing trees on the site and berming of the front landscaped area. Show all existing trees of 5 inches or more in diameter. Final copies of the landscape and irrigation plans must be submitted with the final review of the site plan.

 - 9 **Two (2) copies of scaled Exterior Architectural Building Elevations** (including all building wall signs), and an indication of building materials to be used. Architectural drawings shall be drawn to a scale of no smaller than 1/8" = one foot. Said elevations or renderings must be sufficiently complete to show building heights and roof lines, the location and height of any walls, signs, light standards, openings in the facade, and the general architectural character of the building.

 - 9 **Three (3) copies of a Preliminary Grading and Drainage Plan.** Provide existing and proposed contours at 2 foot intervals. The existing contours shall extend a minimum of 25 feet beyond the property line. Also include any water course, storm drain pipe sizes, slopes and elevations, flood plains, unique natural features, natural hazards, proposed building finished floor elevation, etc.

 - NOTE: Front landscape areas cannot be used for the retention/detention of storm water.**

 - 9 **Sufficient information relative to land areas adjacent to the proposed development** to indicate land uses, zoning classifications, circulation systems, public facilities and unique natural features of the landscape.

 - 9 **Development Schedule** (including phasing).

 - 9 **Names and addresses of property owners** within 300 feet of proposed project on mailing labels (when required by staff).

 - 9 **Property Plat of area to be developed** (available from the Salt Lake County Records Office), 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.

 - 9 **Other information deemed necessary** by Planning, Public Works, Public Utilities, Fire, Police
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Preliminary Site Plan Review requests received back by Staff:

- 9 Planning Division - Gil Avellar: (801) 568-7262, or Jim McNulty: (801) 568-7265
- 9 Fire Department - Tad Norris: (801) 568-2938
- 9 Parks and Recreation Department - Todd Asay: (801) 568-2912
- 9 Sewer District - One of 4 Sewer Districts in Sandy City
- 9 Public Works Department - Dev. Coordinator - Dave Poulsen: (801) 568-6058 or Traci Ross: (801) 568-6047
- 9 Transportation Engineer - Paul Goodrich: (801) 568-2981
- 9 Public Utilities Department - Dan Woodbury: (801) 568-7285
- 9 Landscape and Irrigation Plan review for Water Efficiency - Dan Woodbury: (801) 568-7285
- 9 Police Department - Duff Astin: (801) 568-7179
- 9 Building & Safety Division - Jim McClintic: (801) 568-7266

2 PLANNING COMMISSION PRELIMINARY REVIEW (if required)

NOTE: Submittals will not be accepted unless the submittal is complete and submitted prior to the submittal deadline for scheduling on the next Planning Commission agenda. The Planning Commission cannot give this information a fair review for information submitted at the last minute or at the meeting.

Planning Commission submittal requirements:

- 9 Ten (10) copies of Preliminary Site Plan on 11" x 17" format and one (1) copy on 8 ½" by 11" format.
 - 9 Two (2) copies of Preliminary Site Plan on 24" x 36" format
 - 9 12 (12) copies of the Architectural Building Elevations - 4 sides of building (if required)
 - 9 Ten (10) copies of Preliminary Landscape Plan (if required) on 11" x 17" format.
 - 9 Two (2) copies of Preliminary Landscape Plan (if required) on 24" x 36" format
 - 9 Other information that may be determined necessary for the review by the Planning Commission
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3 FINAL SITE PLAN REVIEWS

(After Planning Commission Preliminary Review is completed or if Planning Commission review is not required)

Final Review submittal Requirements (plans must include all items in Preliminary Review listed above):

- 9 Eight (8) copies of the **Final Site Plan** Sheet (24" x 36" format),
- 9 Two (2) copies of the **Final Water Conservation Landscaping & Irrigation Plan** (24" x 36" format),
- 9 Three (3) copies of **Site Drainage Plans with Drainage Calculations**,
- 9 Pre Development Fee (**unless already paid with a Preliminary Site Plan submittal**),
- 9 **Provide horizontal and vertical alignments on plan and profile sheets.** Include elevations, curve data, stationing, etc. at centerline and top back of curb (TBC).

Final Site Plan Review requests received by Planning Division from other Depts & Divisions:

- 9 Planning Division - Gil Avellar: 568-7262, or Jim McNulty: 568-7265
- 9 Public Works Department - Dev. Coordinator - Dave Poulsen: 568-6058 or Traci Ross: 568-6047
 - City Engineer - Mike Gladbach - 568-2968
 - Transportation Engineer - Paul Goodrich: 568-2981
- 9 Public Utilities - Dan Woodbury, Chief Engineer: 568-7285
 - Public Utilities Engineers: Jed Vandermerwe: 568-7296
 - Chien Hwang: 568-7293
 - Landscape Plan and Water Efficiency Review: Kim Pickett: 568-6087
- 9 Fire Department - Tad Norris: (801) 568-2938
- 9 South Valley Water Reclamation Facility - Norris Palmer: 566-7711 Ext. 146 (sent with all sewer districts requests except Cottonwood)
- 9 Parks and Recreation Department - Todd Asay: 568-2912
- 9 Sewer District - Review comes from one of four (4) Sewer Districts within Sandy City boundaries
- 9 Police Department - Duff Astin: 568-7179
- 9 Building & Safety Division - Jim McClintic: 568-7266

4 DEVELOPER INITIATES BUILDING PERMIT PROCESS (Submit Building Plans to Building Division For Plan Check). This process can be started simultaneously with the Final Site Plan Review process, if the applicant desires.

Building Plan submittal requirements:

- 9 Two (2) complete sets of Building Plans (the complete sets shall include a **site plan**, architectural, structural, mechanical, electrical & plumbing plans) along with Structural Calculations. and Specifications.
- 9 Building Permit application,
- 9 Plan Check Fee (amount to be determined by the Building & Safety Division),
- 9 The Building Division checks one set of complete building plans for compliance with Building Codes. Corrections returned to applicant for revisions.
- 9 Building Division corrections returned to applicant for revisions
- 9 The Planning Division checks one set of complete building plans for compliance with Development Code and Planning Commission conditions (if applicable).
- 9 Planning Division corrections faxed to applicant, architect or engineer (project contact from application form)

5 FINAL SITE PLAN APPROVALS (Upon completion of Final Site Plan Review by all of the above departments)

Final Approval submittal requirements:

- 9 **Seven (7) Final sets of the Final Site Plan** (stamped by a licensed engineer or architect), **Water Conservation Landscape & Irrigation Plan** (stamped & signed by a licensed landscape architect) **and all Civil Drawings** (stamped and signed by a licensed engineer) showing all corrections required by all departments (**no redlines are allowed on final signed plans**).

Final Approved Plan sets received back by staff signed by:

- 9 Sandy City Engineer (Civil Drawings only), Mike Gladbach
- 9 Sandy City Transportation Engineer, Paul Goodrich,
- 9 Chief Engineer, Public Utilities Dept., Dan Woodbury,
- 9 Community Development Director, Mike Coulam,
- 9 Planner handling project, Gil Avellar or Jim McNulty

- 9 **Applicant signs the seven (7) sets (after the above signatures are obtained by staff)** of Final Site Plans, Water Conservation Landscaping/Irrigation Plan, Civil Drawings (all in 24" x 36" format) and two (2) sets of the Agreement to Conditions (provided by Planning Staff) which includes Approval Letters from all of the required agencies.

- 9 **Applicant submits Improvement Guarantee** (signed by the same applicant) that is accepted by Sandy City (use one of the three listed below):
 - 1. Escrow Bond (Bank or Savings & Loan)
 - 2. Irrevocable Letter of Credit (Bank or Savings & Loan)
 - 3. Cash Bond (Cashier's Check)

- 9 **Applicant submits notarized Improvement Agreement** (provided by the Development Engineering Coordinator and signed by the same applicant as on the 7 final sets above).

- 9 **Applicant Pays Final Development Fees** - (according to the adopted Sandy City Fee Schedule that is current and in place on the day the applicant pays fees).

6 BUILDING PERMIT PROCESS

- 9 Building & Safety Division review of building plans completed.
- 9 Planning Division review of building plans completed.
- 9 Applicant submits 2 complete revised sets of building plans
(2 sets of revised sheets to replace corrected sheets are also acceptable)
- 9 Building permit issued.
- 9 Construction May Begin.

7 OBTAINING FINAL OCCUPANCY

- 9 Developer/Contractor responsible to call for all required Building Inspections on the project
- 9 Developer/Contractor responsible to obtain all required signatures on the **"Commercial Inspection Checklist"** (provided by the City Building Inspector assigned to your project) prior to occupancy being granted by the Building and Safety Division
- 9 Applicant/Business owner responsible to file Business License application 30 days prior to anticipated occupancy.
- 9 Applicant/Business owner responsible to obtain Sign Permits prior to sign installation.

8 IMPROVEMENT GUARANTEE (BOND) RELEASES

It is the responsibility of the developer/contractor to call for the 90% bond release for the development (100% of work must completed prior to any bond releases taking place). Call Karlee Jensen at (801) 568-7271

- 9 90% bond release (10% held for one year once 90% is released by Sandy City)

It is the responsibility of the developer/contractor to call for the final 10% bond release for the development 1 year from the date the 90% bond release is signed by Sandy City (100% of correction work must completed prior to requesting the final 10% bond release). Call Karlee Jensen at (801) 568-7271

- 9 Final 10% bond release.

Disclaimer: The above information is an abridged version of the Sandy City Site Plan Review Process as stated in the Sandy City Development Code. This information is for the benefit of the developer/applicant in order to help the developer/applicant follow the review and approval process for your project. The above list does not release the developer from the responsibility of reading and following all provisions listed in Section 15-11 (Site Plan Review) of the latest edition of the Sandy City Development Code.

SITE PLAN REVIEW CHECKOFF LIST

Rev. 10/19/04

1. PRELIMINARY SITE PLAN REVIEW PROCESS

Preliminary Comments and Corrections received from:

- 9 Engineering Division (Dave Poulsen, 568-6058 or Traci Ross, 568-6047)
 - Engineering Requirements Letter
- 9 Transportation Engineer (Paul Goodrich, 568-2981)
 - Traffic and Road Requirements
- 9 Public Utilities Department (Dan Woodbury, 568-7285)
 - Water, Flood Control/Drainage, Underground Power, Street Lighting, Landscaping & Irrigation Plan (water conservation & efficiency) Requirements
- 9 Fire Department (Tad Norris, 568-2938)
 - Fire Department Requirements
- 9 South Valley Water Reclamation Facility (Norris Palmer, 566-7711, ext. 146)
(Approval required from SVWRF for all Sewer Districts except Cottonwood District)
- 9 Parks and Recreation Department (Todd Asay, 568-2912)
 - Trails Requirements
- 9 Police Department (Duff Astin - 568-7179)
 - Security and CPTED concerns and comments
- 9 Planning Division (Gil Avellar, 568-7262 or Jim McNulty, 568-7265)
 - Development Code Requirements
- 9 Building & Safety Division (Jim McClintic - 568-7266)
 - Site and Accessibility for the Handicapped

3. FINAL SITE PLAN APPROVAL PROCESS

Final Approvals received from:

- 9 Engineering Division (Dave Poulsen, 568-6058 or Traci Ross, 568-6047)
 - Submittal of and Completion of all Final Engineering Requirements
 - Fee Schedule and Bond Estimate
- 9 Traffic Engineer (Paul Goodrich, 568-2981)
 - Signs Final Site Plans that all Traffic Corrections are on plans
- 9 Public Utilities Department (Dan Woodbury, 568-7285)
 - Water, Flood Control/Drainage, Underground Power, Street Lighting Approvals and the Landscape & Irrigation plan approvals for compliance with Sandy City Water Efficiency Ordinance
- 9 Fire Department (Tad Norris, 568-2938)
 - Final Fire Requirements Letter
- 9 South Valley Water Reclamation Facility (Norris Palmer, 566-7711, ext. 146)
(Approval required from SVWRF for all Sewer Districts except Cottonwood District)
 - Letter of Approval for Pre Treatment Requirements
- 9 Parks and Recreation (Todd Asay, 568-2912 and Dan Medina, 568-2911)
 - Final Parks Department Requirements and Trails Fee Letter
- 9 Police Department (Duff Astin - 568-7179)
 - Security and CPTED concerns and suggestions
- 9 Planning Division (Gil Avellar - 568-7262 or Jim McNulty - 568-7265)
 - Compliance with Development Code and Coordination of all final Site, Landscape & Irrigation plans, Civil drawings and approval letter packets.
- 9 Building & Safety Division (Jim McClintic - 568-7266)
 - Site and Accessibility for the Handicapped